

**CITY OF HARRISBURG
CONSOLIDATED PLAN
CITIZEN PARTICIPATION PLAN**

The City of Harrisburg shall follow this Citizen Participation Plan that sets forth the City's policies and procedures for citizen participation in the development of Harrisburg's Consolidated Plan. The Consolidated Plan is a planning document that the City of Harrisburg submits to the U.S. Department of Housing and Urban Development. The Consolidated Plan includes Harrisburg's housing strategy, its community development plan and an application for funding under any of the Community Planning and Development formula grant programs, including the Community Development Block Grant (CDBG) Program, the HOME Investment Partnership (HOME) Program, and the Emergency Shelter Grant (ESG) Program. This Citizen Participation Plan also provides for and encourages citizens to participate in the development of any substantial amendments to the Consolidated Plan and review of performance reports.

PUBLIC MEETINGS

The City of Harrisburg will hold two public meetings in 2009 to obtain citizens' views and to respond to proposals and questions. They will be held before the proposed Consolidated Plan is published for comment. At these public hearings, the City will:

1. review program performance.
2. obtain citizen views on housing and community development needs, including priority non-housing community development needs.
3. discuss the process/timeline for development of the Consolidated Annual Plan, and
4. discuss requirements/criteria for development of proposed activities to be funded under the Consolidated Plan.

The City will also provide the following information to citizens, public agencies, and other interested parties:

1. the amount of assistance the City expects to receive (including grant funds and program income),
2. the range of activities that may be undertaken, and
3. the estimated amount of funds that will benefit persons of low and moderate income.

These public meetings will be held in locations convenient to residents of low/moderate income areas where program funds are proposed to be used. For the benefit of Spanish-speaking residents of Harrisburg who wish to participate in the citizen participation process, the City will have available a Spanish translator at one meeting, on **Wednesday, February 18, 2009 at 5:30 p.m. at the Derry Street United Methodist Church.** If

sight/hearing impaired persons require accommodations at any location, they may call DBHD to make arrangements at least one week prior to the meeting.

City Council's Building and Housing Development Committee will hold a public meeting after the Proposed Consolidated Plan has been available for public review and comment for a 30-day period. For more information on this public hearing, see "Public Comments on the Proposed Consolidated Plan".

Dates contained in the Plan schedule are subject to change, but timeframes for public notices and review and comment of documents shall always be honored. Notice will include:

1. a display ad published in the 2009 January/February Edition of the City Calendar, to announce the first two public hearings, invite proposals for funding, and announce the availability of this Citizen Participation Plan for public review and comments.
2. a mailing to the Citizen Participation mailing list by **Friday, January 23, 2009**, which includes:
 - Community organizations;
 - neighborhood associations based in existing and proposed target areas;
 - public and private agencies that provide assisted housing, health and social services (including those focusing on services to children, elderly persons, persons with disabilities, persons with HIV/AIDS and their families, and homeless persons); and
 - the Harrisburg Housing Authority Resident Council.

The City will prepare summaries of citizen comments made at each public meeting within 7 days following the public meeting. Public meeting summaries will be available to citizens upon request.

In 2009 the neighborhood public meetings on the Consolidated Plan are scheduled as follows:

<u>Date</u>	<u>Time</u>	<u>Location</u>
Tuesday, Feb. 10	5:30 p.m.	Residences at Governor's Square 2018 N. 5 th Street Harrisburg, PA 17102
Wednesday, Feb. 18*	5:30 p.m.	Derry Street United Methodist Church 1508 Derry Street Harrisburg, PA 17104

**A Spanish translator will be available
All facilities are handicap-accessible.*

If sight/hearing persons require accommodations at either location, they may call DBHD 255-6402 to make arrangements. Accommodations may include sign language or assistance interpreting visual materials.

CITIZEN COMMENTS

The City of Harrisburg will consider all comments and/or views of citizens received in writing or orally at public meetings or hearings, in preparing the Final Consolidated Annual Plan. A summary of these comments or views, and a summary of any comments or views not accepted and the reasons therefore, will be attached to the Final Consolidated Annual Plan. Written comments should be submitted to Kathy Possinger, Deputy Director for Housing.

PROPOSALS FOR FUNDING

The City will accept written proposals for CDBG, HOME or ESG funding and proposals for the purchase and rehabilitation of City-owned residential properties. The City will consider funding eligible activities that are consistent with the City's housing and community development objectives. Proposals must be submitted on DBHD Proposal Forms. Only complete proposals will be considered. Technical assistance is available as described in the following paragraph. Proposals should be submitted to Kathy Possinger, Deputy Director for Housing.

A notice was published in the *2009 January/February Edition of the City Calendar*. The deadline for proposals is **Friday, March 6, 2009**.

TECHNICAL ASSISTANCE

The City will provide technical assistance to groups and representatives of persons of low and moderate income that request such assistance in developing proposals for funding assistance under programs covered by the Consolidated Plan (CDBG, HOME, or ESG). Assistance given to groups will include copies of applicable regulations, performance reports, guidance on required forms and documents, and other information depending on the request. The City will conduct a pre-proposal workshop on **Wednesday, February 4, 2009**, at 10:00 a.m. at the HACC Midtown Campus, Room 224, 1500 N. 3rd Street, Harrisburg (use Reily Street entrance, second floor, Room 224 is in the rear). Technical assistance does not necessarily include the provision of funds to the organizations. For technical assistance, organizations should contact DBHD.

PROPOSED CONSOLIDATED PLAN

The City of Harrisburg will publish a summary of its Proposed Consolidated Plan in the *2009 May/June Edition of the City Calendar*. The summary will also be mailed to the Citizen Participation mailing list. The summary will describe the contents and purpose of

the Consolidated Plan, and include a list of locations where copies are available. Copies will be available in the City's Department of Building and Housing Development. The Proposed Consolidated Plan will be made available on audio-tape or large-print type for persons who are visually impaired, upon request.

PUBLIC COMMENT ON PROPOSED CONSOLIDATED PLAN

The Proposed Consolidated Plan will be available for public comment beginning on or about **May 1, 2009** and ending **May 31, 2009**. Written comments should be submitted to Kathy Possinger, Deputy Director for Housing, Department of Building and Housing Development.

The Department of Building and Housing Development will submit its Consolidated Statement to City Council, which will introduce the Plan in its legislative session in early June.

City Council's Building and Housing Development committee will hold a public meeting in late-June following the public comment period, in City Council Chambers to obtain citizen comments and views on the Proposed Consolidated Statement. Notice of the public hearing will be published in the *Patriot* and mailed to citizens, community groups and other interested parties at least 10 days prior to the public hearing.

City Council must adopt the Final Consolidated Plan in its legislative session by the end of June.

SUBSTANTIAL AMENDMENTS TO THE CONSOLIDATED PLAN

The City of Harrisburg will provide citizens with the opportunity to comment on substantial amendments to the Consolidated Plan. The City of Harrisburg will amend its approved Consolidated Plan whenever it makes one of the following decisions:

1. to make a change in its allocation priorities or a change in the method of distribution of funds;
2. to carry out an activity using funds from any program covered by the Consolidated Plan (includes program income), not previously described in its action plan; or
3. to change the scope, location, or beneficiaries of an activity.

The City of Harrisburg also defines a substantial change as the transfer of more than 25% of funds allocated from one activity to another, excluding fund transfers within the same project but between different national objectives.

Prior to implementing any substantial change, the City of Harrisburg will provide citizens with information on any proposed amendment(s) by publishing a public notice of the proposed amendments as a display advertisement in the *City Calendar* and by mailing a description of the proposed amendment(s) to the Citizen Participation Mailing List. The

City will provide at least 30 days for citizens to submit written or oral comments or views on the proposed amendment(s). The City will consider these comments or views of citizens in preparing the substantial amendment of the Consolidated Plan. A summary of these comments or views, and a summary of any comments or views not accepted and the reasons therefore, will be attached to the substantial amendment of the Consolidated Plan. The City will also comply with any additional actions required by local law.

PERFORMANCE REPORTS

The City of Harrisburg must submit an annual performance report on the progress it has made in carrying out its Strategic Plan. This document is the Consolidated Annual Performance and Evaluation Report (CAPER).

The City will submit an annual performance report to the U.S. Department of Housing and Urban Development (HUD) by **December 28, 2009**.

Prior to its submission to HUD, the City of Harrisburg will provide citizens with an opportunity to comment on the performance report. The report will be available for public review and comment beginning **December 1, 2009** and ending **December 15, 2009**. The City will publish a display notice in the 2009 November/December Edition of the *City Calendar* announcing the public review period and a mailing will be done to the Citizen Participation Mailing list on the same date. The City will consider any comments or views of citizens received in writing or orally in preparing the performance report. The City will include a summary of these comments or views in the performance report it submits to HUD.

ANTI-DISPLACEMENT AND RELOCATION PLAN

The City of Harrisburg is following a plan to minimize displacement of persons and to assist any persons displaced. The Residential Anti-Displacement and Relocation Assistance Plan is available to citizens upon request.

COMPLAINTS

Citizens with complaints related to the Consolidated Plan, amendments, and/or performance report should submit them in writing to Kathy Possinger, Deputy Director for Housing. The City will provide a written response to citizen complaints within 15 working days, where practicable.

ACCESS TO RECORDS

The City of Harrisburg will provide citizens, public agencies, and other interested parties with reasonable and timely access to information and records relating to the City's Consolidated Plan and the City's use of CDBG, HOME and ESG funds during the preceding five years. Information is available subject to applicable laws regarding privacy and confidentiality.

Citizens who wish to review program records should schedule an appointment at least one day in advance to review documents. Copies of non-confidential documents are available at the fee established by City Council.

All correspondence, comments, questions or requests for information regarding the Consolidated Plan and/or the CDBG, HOME, or ESG programs should be directed to:

Ms. Kathy Possinger
Deputy Director for Housing
The Department of Building and Housing Development (DBHD)
Dr. Martin Luther King, Jr. City Government Center, Suite 206
10 North Second Street
Harrisburg, PA 17101
Telephone: 255-6480
TDD: 255-3131
Fax: 255-6421